

REGULATION #10310.1 SCHOOL VOLUNTEERS

1. SELECTION

- 1.1. The principal or program manager will consider the need to interview potential volunteers based on:
 - a) The nature of the activity.
 - b) The extent of supervision by the staff sponsor or Educator-in-Charge; and,
 - c) The knowledge, skills, abilities, and suitability required for the activity.
- 1.2. The purpose of the interview is to:
 - a) Understand the person's character, motivation and interests.
 - b) Identify the person's talent, skills, and relevant certification.
 - c) Request the names of references.
 - d) Assess suitability to work under differing levels of supervision; and
 - e) Specify an appropriate placement of accepted volunteers.
- 1.3. The principal or program manager may request a Criminal Records Check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. A Criminal Records Check is strongly recommended in the following circumstances:
 - a) Overnight supervision and/or travel.
 - b) Minimal direct supervision by teachers.
 - c) Student contact which will be extensive or individual in nature; or
 - d) Discomfort with interview responses.

A Criminal Records Check is required if it is anticipated that the volunteer may have unsupervised access to students.

- 1.4. It must be recognized that some applicants will not be suitable for volunteer work in a school setting.
- 1.5. The *School Volunteer Information* form may be utilized to document contact data, specialized skills and training, and approval to utilize specific school volunteers.

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2. ORIENTATION

- 2.1. The principal, program manager or designate will ensure that volunteers are oriented as to:
- a) Obligations and responsibilities of staff, volunteers and students.
 - b) School procedures related to safety, emergencies, and the reporting of incidents.
 - c) School calendar; and
 - d) Confidentiality requirements.

3. INSURANCE

- 3.1. Comprehensive general liability insurance covers volunteers for non-criminal acts while participating in any school district or school authorized and supervised activities. Volunteers may have some personal legal liability exposures, which may be insured under the liability section of homeowners, tenants or motor vehicle insurance policies.
- 3.2. Limited personal accident insurance coverage is provided for volunteers, while conducting their volunteer duties.

4. VOLUNTEER DRIVERS

- 4.1. The selection, orientation and supervision of volunteer drivers is addressed in [Regulation #10313.1 – Volunteer Drivers](#). Concerns relate to driving capabilities, vehicle safety, roadworthiness, and vehicle insurance.

5. REQUIREMENT FOR STAFF SPONSOR OR EDUCATOR-IN-CHARGE

- 5.1. The principal or program manager may require a staff sponsor or Educator-in-Charge for activities organized and run by community volunteers.
- 5.2. The principal or program manager has the responsibility to determine the extent of a staff sponsor or Educator-in-Charge involvement in order to ensure that the activity is adequately supervised.

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- 5.3. The principal or program manager will consider the level of risk involved in determining whether or not a staff sponsor or Educator-in-Charge is required and in determining the extent of their involvement.
- 5.4. A staff sponsor or Educator-in-Charge is required for events involving overnight travel unless waived by the superintendent of schools.

6. VOLUNTEER COMMUNITY COACHES

- 6.1. A “community coach” is defined as any individual who is not a school district employee and coaches a school team.
- 6.2. Community coaches are interviewed by the principal (in consultation with Athletic Coordinators where applicable) to:
 - a) Determine ability to work with age appropriate students of the school.
 - b) Identify specific training/competence in the selected sport (which may need to be verified by external resource personnel).
 - c) Communicate requirements for a Criminal Records Check; and,
 - d) Obtain details of qualification and certification on the district’s [School Volunteer Information form](#).
- 6.3. The community coach or (where applicable) staff sponsor or Educator-in-Charge is responsible to:
 - a) Report to the principal or designate on a regular basis about the program and schedules of the team.
 - b) Be in the building during practices.
 - c) Be present at all games, tournaments and travel events; and
 - d) Advise parents of all travel and supervision arrangements.
- 6.4. Community coaches under nineteen years of age and student teachers must be under the direct supervision of a staff sponsor or Educator-in-Charge at all times. Staff sponsors or Educators-in-Charge must make their presence known to opposing coaches/sponsors and tournament/event organizers.

Appendix: [School Volunteer Information, Form #7010.1](#)

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